

Notification of Extended Absence



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

Parent to complete. Use this form for an absence of greater than five school days that is due to one of the following reasons: misadventure or unforeseen event; participation in special events not related to the school; domestic necessity such as serious illness of an immediate family member; attendance at funerals; travel in Australia and overseas; recognised religious festivals or ceremonial occasions.

Part A

Student details

School info email: info@mcccdow.catholic.edu.au

Student address:

Complete this table with the details of all students who attend this school.

Student name	Date of birth	Age	Year

Details of extended absence

Start date:		Number of school days:
End date:		

Reason for extended absence

Additional information supporting extended absence application (for reasons other than Travel - Part B)

Student(s) at other CEDoW Schools			
Do you have current students in another Systemic Wollongong Diocese School that this absence also applies to?:			
Would you like to notify this school of the Extended Absence also?:			
School info email:			
Student address:			
Complete this table with the details of all students who attend this school.			
Student name	Date of birth	Age	Year

Details of prior exemptions and extended absences during the current and previous school year (Complete if applicable)		
Start date:		Number of school days:
End date:		
Start date:		Number of school days:
End date:		
Start date:		Number of school days:
End date:		
Copy of Certificate of Exemption and/or Acknowledgement of Extended Absence attached to email if provided.		

Part B: Travel

Note: generally, an explanation for an extended absence for the purposes of travel is only accepted in exceptional circumstances

Supporting documentation and explanation
Purpose of travel:
Reason for travel occurring outside of the school holiday period:
Uploaded supporting information is attached to email notification

Parent details (applicant)	
Full name:	
Address:	
Contact number:	Relationship to student(s):

By Providing Authority Electronically or Digitally - Signature Acknowledgement:

- I confirm that the electronic signature in this consent represents my signature.
- I consent to signing the form electronically and I confirm that my signature is legally binding.

Our Privacy Policy provides information about how Catholic Education Diocese of Wollongong handles your personal information. You can access our Privacy Policy on our website www.dow.catholic.edu.au/privacy

Declaration	
<p>As the parent of the above-mentioned student(s), I hereby advise and provide explanation for an extended absence for my child(ren) identified in Part A above.</p> <p>I declare that:</p> <p><input checked="" type="checkbox"/> The information provided in this application is, to the best of my knowledge and belief, accurate and complete.</p> <p>I understand and agree that:</p> <p><input checked="" type="checkbox"/> I am responsible for the care and supervision of my child(ren) during any period of extended absence.</p> <p><input checked="" type="checkbox"/> This period of extended absence will count towards my child(ren)'s absences from school.</p> <p><input checked="" type="checkbox"/> If my explanation for the extended absence is not accepted by the Principal, the absence of my child(ren) will be recorded as an unjustified absence.</p> <p><input checked="" type="checkbox"/> Should statements in this notification later prove to be false or misleading any decision made as a result of this application may be reversed.</p>	
Parent signature	Date